

U.S. DEPARTMENT OF COMMERCE
AMENDMENT TO THE CHARTER OF THE
U.S. TRAVEL AND TOURISM ADVISORY BOARD

MEMBERS AND COMMITTEE OFFICERS, revised to read:

1. The Board shall consist of no more than fifteen members appointed by the Secretary of Commerce. Members shall represent companies and organizations in the travel and tourism sector from a broad range of products and services, company sizes and geographic locations, and shall be drawn from large, medium and small travel and tourism companies, private-sector organizations involved in the export of travel and tourism-related products and services, and other tourism-related entities.

Members shall serve in a representative capacity, representing the views and interests of their particular business sector.

In addition, the Secretaries of State and Homeland Security (or their designees) will serve on the Board as *ex officio*, non-voting members.

signed
Chief Financial Officer and
Assistant Secretary for Administration

April 24, 2006
Date

U.S. DEPARTMENT OF COMMERCE
CHARTER OF THE
UNITED STATES TRAVEL AND TOURISM ADVISORY BOARD

ESTABLISHMENT

In furtherance of the duties established by law, and with the concurrence of the General Services Administration, the Secretary of Commerce hereby establishes the United States Travel and Tourism Advisory Board (“Board”) under the Federal Advisory Committee Act, 5 U.S.C. App. 2.

OBJECTIVES AND DUTIES

Pursuant to 15 U.S.C. 1512, the Board shall advise the Secretary of Commerce on the development, creation and implementation of a national tourism strategy and shall provide a means of ensuring regular contact between the government and the travel and tourism sector.

Pursuant to Pub. L. No. 108-7, Section 210, the Secretary of Commerce shall design, develop and implement an international advertising and promotional campaign, which seeks to encourage individuals to travel to the United States.

The Board shall recommend to the Secretary of Commerce the appropriate coordinated activities for funding. This campaign shall be a multi-media effort that seeks to leverage Federal dollars with contributions of cash and in-kind products unique to the travel and tourism industry.

The Board shall advise the Secretary on government policies and programs that affect the United States travel and tourism industry and provide a forum for discussing and proposing solutions to industry-related problems.

The Board shall act as a liaison among the stakeholders represented by the membership, and may provide a forum for those stakeholders on current and emerging issues in the travel and tourism industry.

MEMBERS AND COMMITTEE OFFICERS

2. The Board shall consist of no more than fifteen members appointed by the Secretary of Commerce. Members shall represent companies and organizations in the travel and tourism sector from a broad range of products and services, company sizes and geographic locations, and shall be drawn from large, medium and small travel and tourism companies, private-sector organizations involved in the export of travel and tourism-related products and services, and other tourism-related entities.

Members shall serve in a representative capacity, representing the views and interests of their particular business sector.

3. Members of the Board will be selected, in accordance with applicable Department of Commerce guidelines, based on their ability to carry out the objectives of the Board as set forth above, and in a manner that ensures that the Board is balanced in terms of points of view, industry subsector, demographics, geography and company size.
4. Members shall serve, at the pleasure of the Secretary, from the date of appointment to the Board to the date on which the Board's charter terminates. The Secretary may, at his/her discretion, reappoint any member to an additional term or terms, provided that the member proves to work effectively on the Board and his/her expertise is still needed.
5. The Secretary shall appoint the Board's Chair and Vice Chair from among the members. The Secretary shall designate, or otherwise select, the Board's Executive Director and/or other support staff. The Secretary shall designate a Designated Federal Officer (DFO) from among the employees of ITA's Assistant Secretary of Manufacturing and Services' Office of Advisory Committees.

ADMINISTRATIVE PROVISIONS

1. The Board shall report to the Secretary of Commerce. The Board, through the Secretary, and at his/her request, may provide recommendations to other officials of the Executive Branch consistent with the objectives and duties of the Board.
2. The Board will function solely as an advisory body, and in compliance with the provisions of the Federal Advisory Committee Act, its implementing regulations, and applicable Department of Commerce policies.
3. The Board shall, to the extent practical, meet a minimum of four times a year. Additional meetings may be called at the discretion of the Secretary or his/her designee. The meetings will take place in Washington, DC or elsewhere in the United States, or held via teleconference. The Board will hold consultations for fact-finding, information gathering, and briefing purposes; establish such subcommittees or working groups from among its members as necessary; and produce reports. All activities and subcommittees shall be subject to the provisions of the Federal Advisory Committee Act and the Department of Commerce Committee Management Handbook.
4. The Office of the Assistant Secretary for Manufacturing and Services shall provide staff support for the Board and shall maintain all files mandated by the Federal Advisory Committee Act and the Department's policies on advisory committee management.

5. The estimated annual operating cost of the Board is approximately \$25,000.
6. Members of the Board may not be compensated for their services or reimbursed for their travel expenses.

DURATION

This Charter shall terminate two years from the date of the filing of this charter with the appropriate U.S. Senate and House of Representatives Oversight Committees unless earlier terminated or renewed by proper authority.

signed

Chief Financial Officer and
Assistant Secretary for Administration

September 21, 2005

Date